RED ROCKS COMMUNITY COLLEGE
Faculty Load and Compensation eApproval Process

MAY 2013

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RED ROCKS
COMMUNITY COLLEGE

What is FLAC eApproval?

The Colorado Community College System is implementing an enhanced, electronic form of faculty and instructor workload approval. This will affect the processing of Red Rocks course assignments and other non-instructional assignments processed through Banner FLAC – Faculty Load and Compensation.

Banner terms you need to know

- Workflow
- Workload vs. assignment
- Line item
- Org code
- Org approver
- Lecture vs. lab
- Standard pay rate

Banner Workflow

The new BANNER automated approval system utilizes "workflow" – an automated notification system in Banner triggered by user action.

EXAMPLES:

- **Time/leave forms** that you complete on the Employee tab in the Portal.
  - When you click on the SUBMIT FOR APPROVAL button, a Banner workflow message is sent to your supervisor requesting approval.

- **Online timesheets**
  - When the individual completes data entry on the timesheet and submits, a Banner workflow message is sent to the supervisor for approval.

Terms

WORKLOAD: The total credit hours and contact hours that a faculty or instructor carries for one semester.

ASSIGNMENT = a line item: A course with CRN listed in Banner or a non-instructional assignment. Both are also referred to in eApproval as line items.

ORG CODE = Organization code: A Banner budget from which expenses are paid. An org code is a six-digit number associated with an instructional program or other activity.

- Example: EMS = org code 111370

ORG APPROVER : Faculty chair/lead who approves, in eApproval, payments from an org for a instructional course (CRN) or non-instructional assignment.

More Terms

LECTURE and LAB COURSES

Some courses are straight lecture (example – ENG: 1.00credit hour = 15 contact hours), while other course are a combination of lecture/lab or entirely lab with more contact hours per credit hour.

- *If your instructional area does not include courses with labs, then you do not need to be concerned about this distinction. However, a rate table is included in the handout titled eApproval Reference Materials handout.*

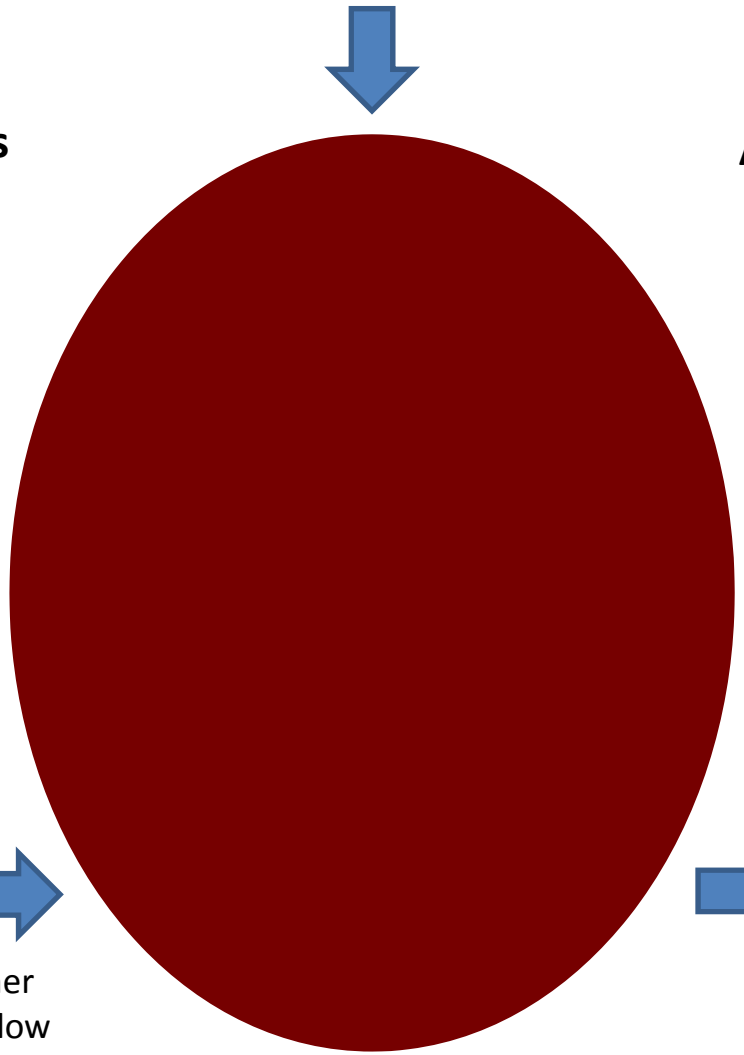
STANDARD PAY RATE

The standard rate per credit hour or contact hour set by Red Rocks Community College. At the moment, the lecture rate for 1.00 credit hour (15 contact hours) = $636.90.

- Payment for lecture/lab and lab courses is derived from the standard rate.

Setting eApproval in Context

eApproval



All the stuff that happens BEFORE eApproval

- **Faculty submit standard MS Word workload form to Dean by email, & Dean approves.**
- PA loads assignments into Banner FLAC.
- PA triggers Banner workflow email to first-level org approver.

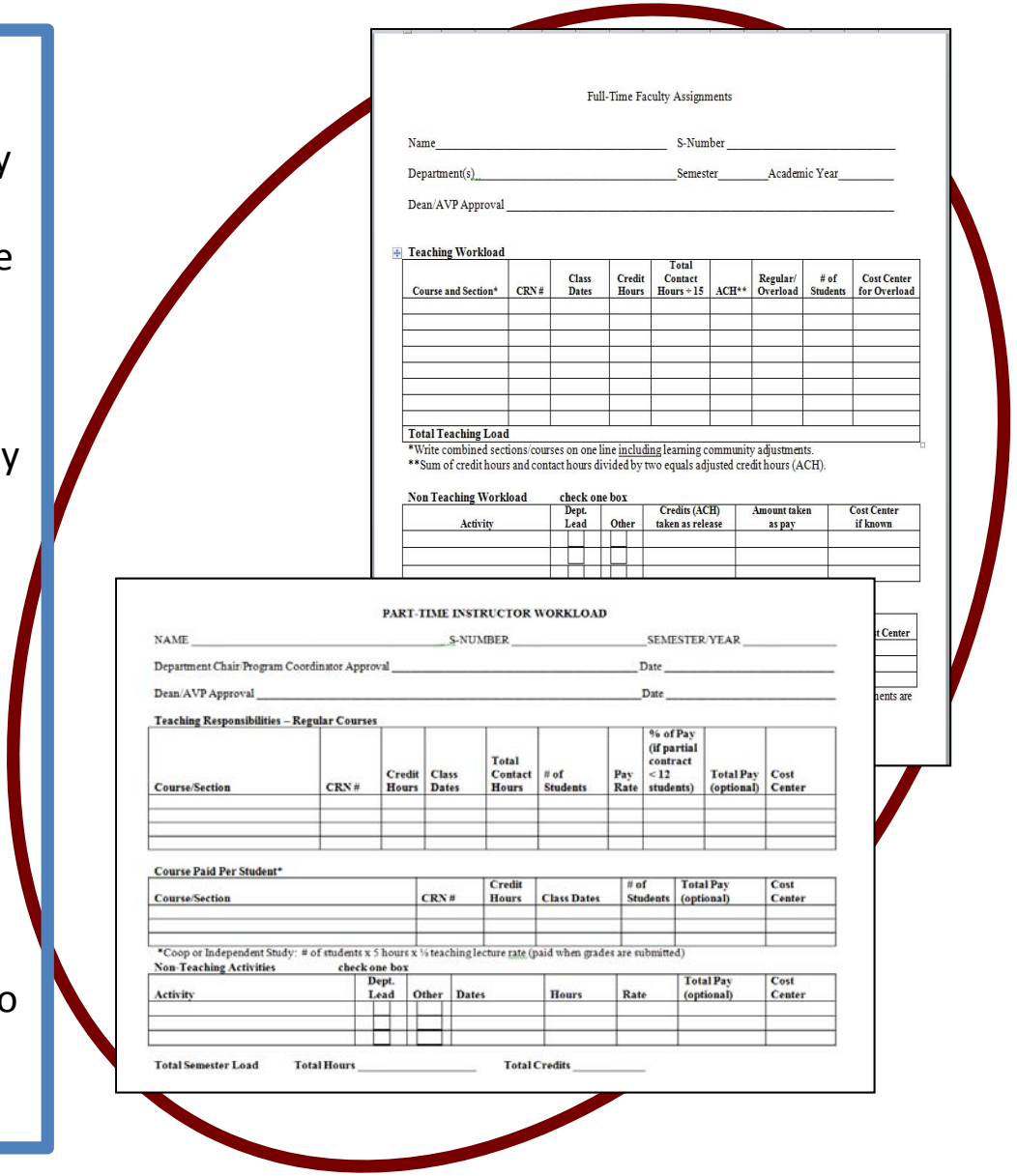
Banner workflow email

All the stuff that happens AFTER eApproval

- PA finalizes assignment in Banner FLAC.
- HR processes reviews and processes contracts.
- Payroll generates pay.
- Payment happens.

All the stuff that happens BEFORE eApproval

- Faculty will still submit the standard **MS Word workload form** to Dean by email, & the Dean approves. The form is available on the Portal on the Faculty tab, in the Faculty Tools and Forms channel.
  - **FACULTY WORKLOADS**: Faculty submit their own workload forms to the dean themselves.
  - **INSTRUCTOR WORKLOADS**: Chair/lead submits workload form to dean for instructors supervised**.**
- PA loads assignments into Banner FLAC.
- PA triggers Banner workflow email to first-level org approver.



Full-Time Faculty Assignments

Name_____ S-Number _____

Department(s)_____ Semester_____ Academic Year_____

Dean/AVP Approval _____

Teaching Workload

Course and Section*	CRN #	Class Dates	Credit Hours	Total Contact Hours ÷ 15	ACH**	Regular/ Overload	# of Students	Cost Center for Overload
Total Teaching Load								

*Write combined sections/courses on one line including learning community adjustments.
**Sum of credit hours and contact hours divided by two equals adjusted credit hours (ACH).

Non Teaching Workload check one box

Activity	Dept. Lead	Other	Credits (ACH) taken as release	Amount taken as pay	Cost Center if known

PART-TIME INSTRUCTOR WORKLOAD

NAME _____ S-NUMBER _____ SEMESTER/YEAR _____

Department Chair/Program Coordinator Approval _____ Date _____

Dean/AVP Approval _____ Date _____

Teaching Responsibilities – Regular Courses

Course/Section	CRN #	Credit Hours	Class Dates	Total Contact Hours	# of Students	Pay Rate	% of Pay (if partial contract < 12 students)	Total Pay (optional)	Cost Center

Course Paid Per Student*

Course/Section	CRN #	Credit Hours	Class Dates	# of Students	Total Pay (optional)	Cost Center

*Coop or Independent Study: # of students x 5 hours x ⅛ teaching lecture rate (paid when grades are submitted)

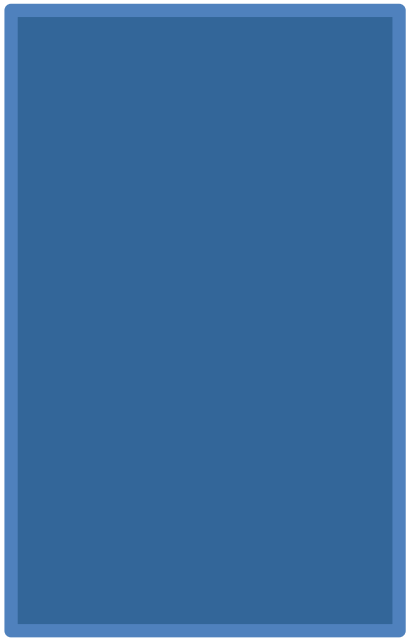
Non-Teaching Activities check one box

Activity	Dept. Lead	Other	Dates	Hours	Rate	Total Pay (optional)	Cost Center

Total Semester Load Total Hours _____ Total Credits _____

eApproval

All the stuff that happens BEFORE eApproval

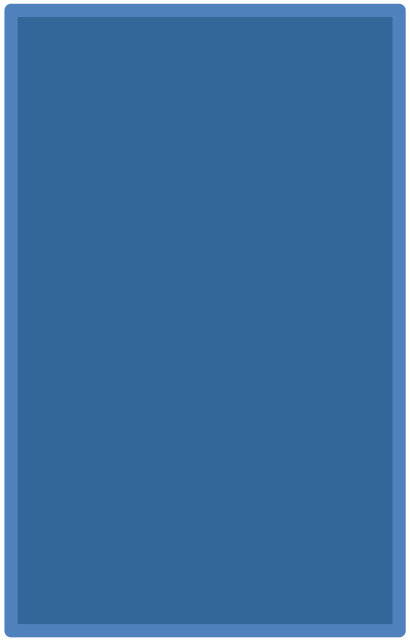


Banner workflow email

THREE LEVELS OF APPROVAL

- **Org level approver** (chair/lead) reviews assignments (line items).
- **Dean** reviews assignments (line items) plus total workload, and sends overloads to VP for approval.
- **VP** reviews all faculty overloads plus the associated workload.

All the stuff that happens AFTER eApproval

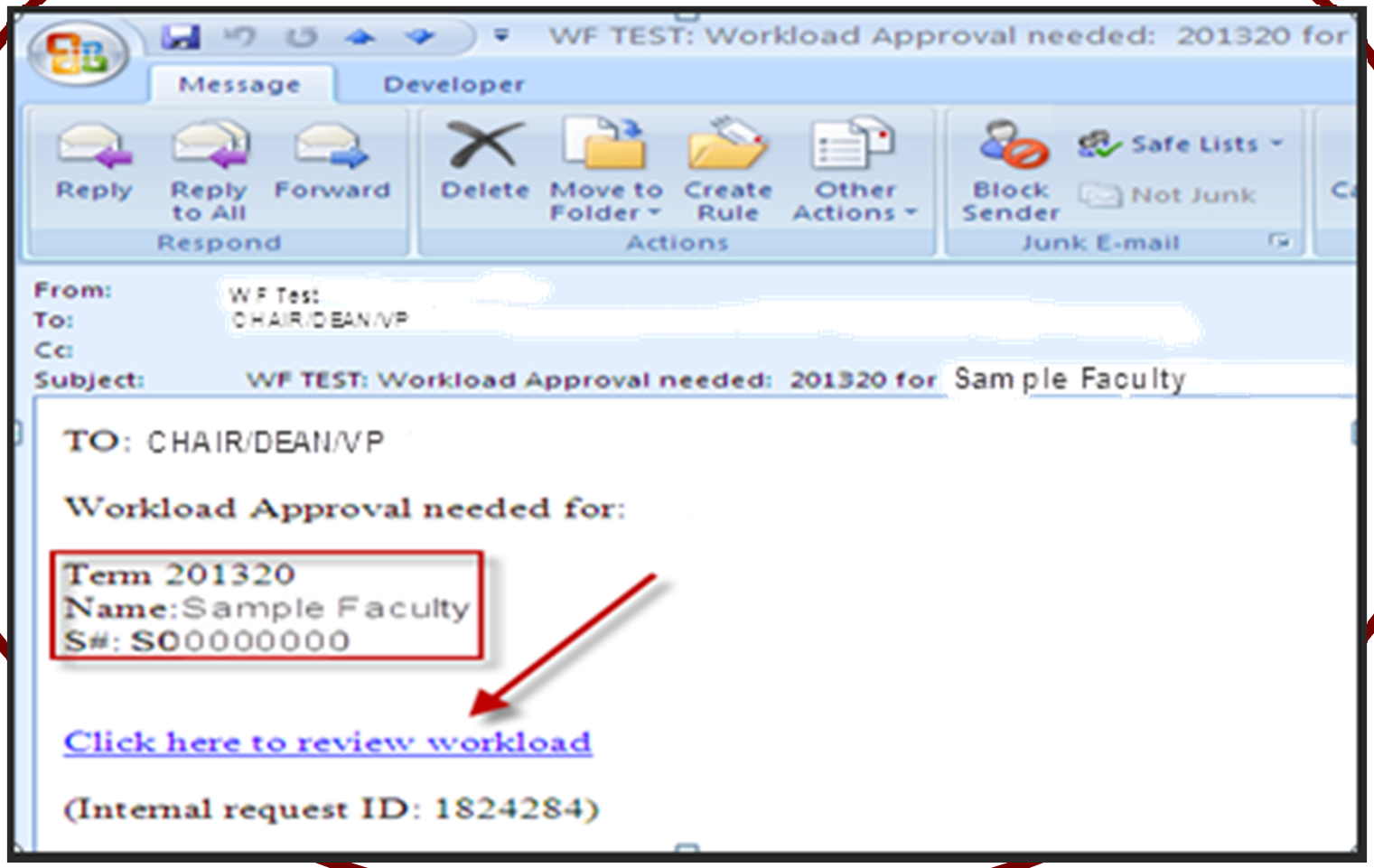


Summary of Approval Levels

Approval Level	Line Items	Total Workload	Overload	Comments
ORG / CHAIR	X			X
DEAN	X	X	MARKS	X
VP		X	X	X

eApproval

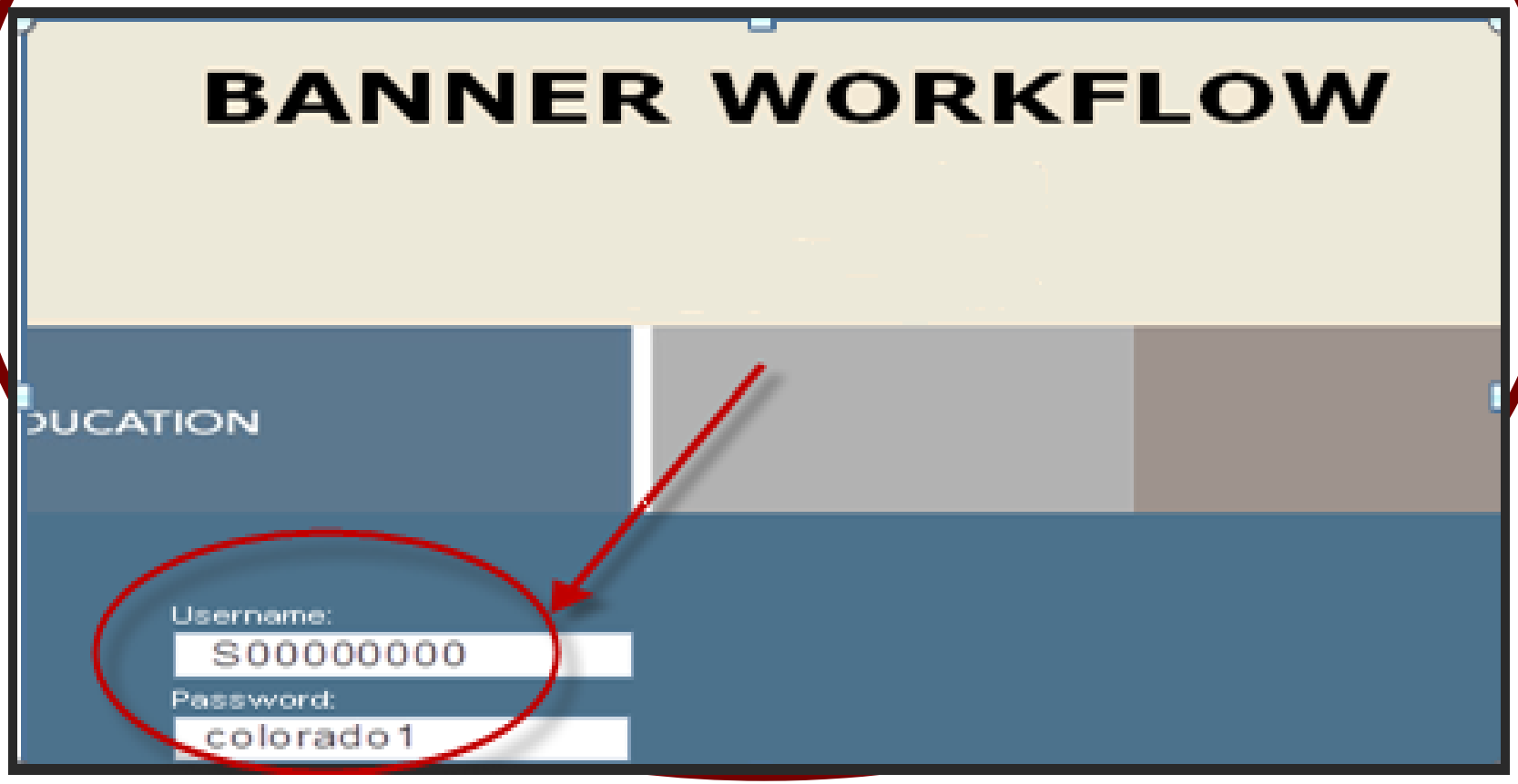
THE WORKFLOW EMAIL LOOKS LIKE THIS:



eApproval

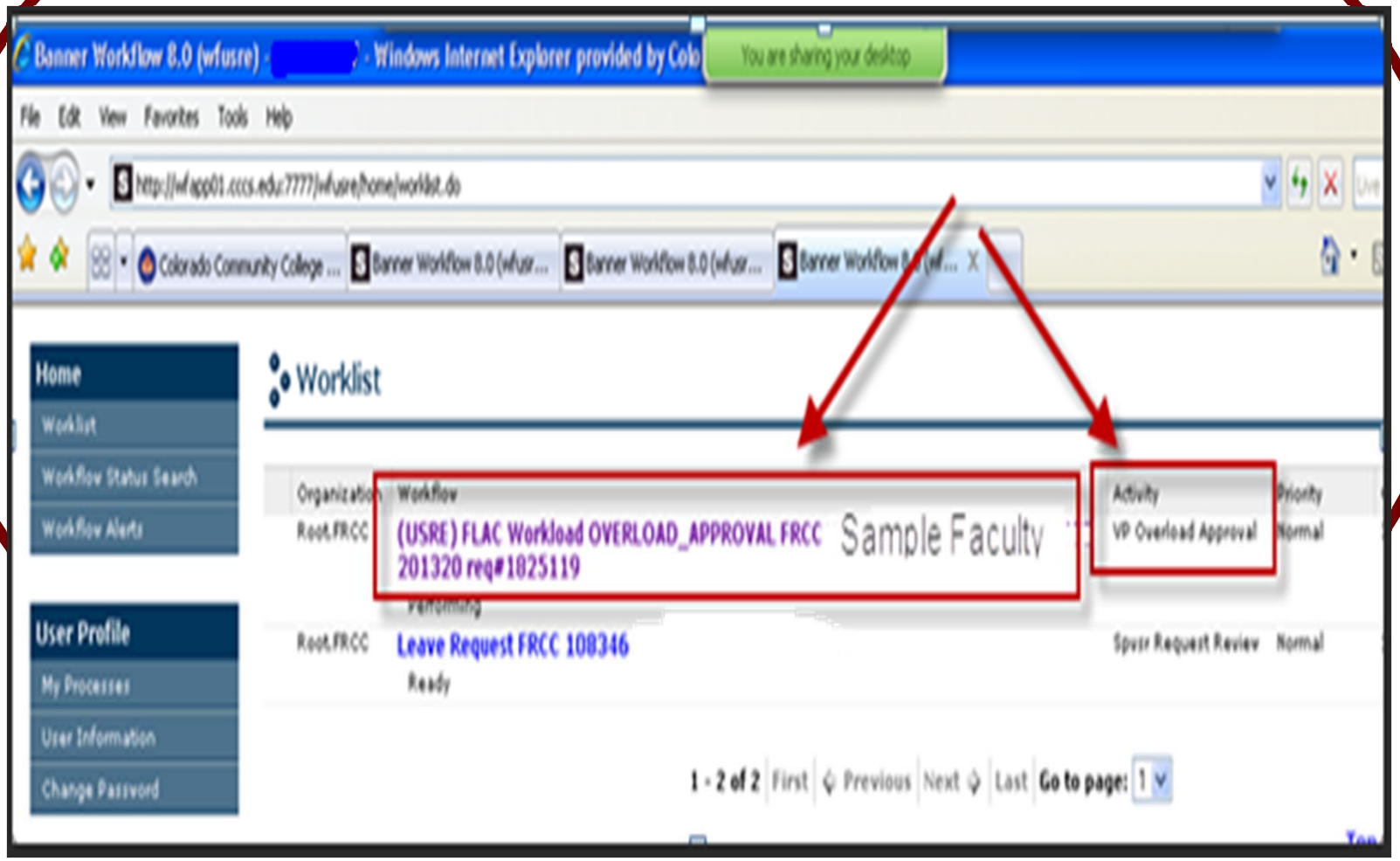
BANNER WORKFLOW LOGIN SCREEN

When you click on the link in the workflow email, this screen will pop up. Login and password are the same as your Portal (The Rock) login and password.



eApproval

CLICK ON A WORKFLOW ITEM
to open the approval screen for an individual.

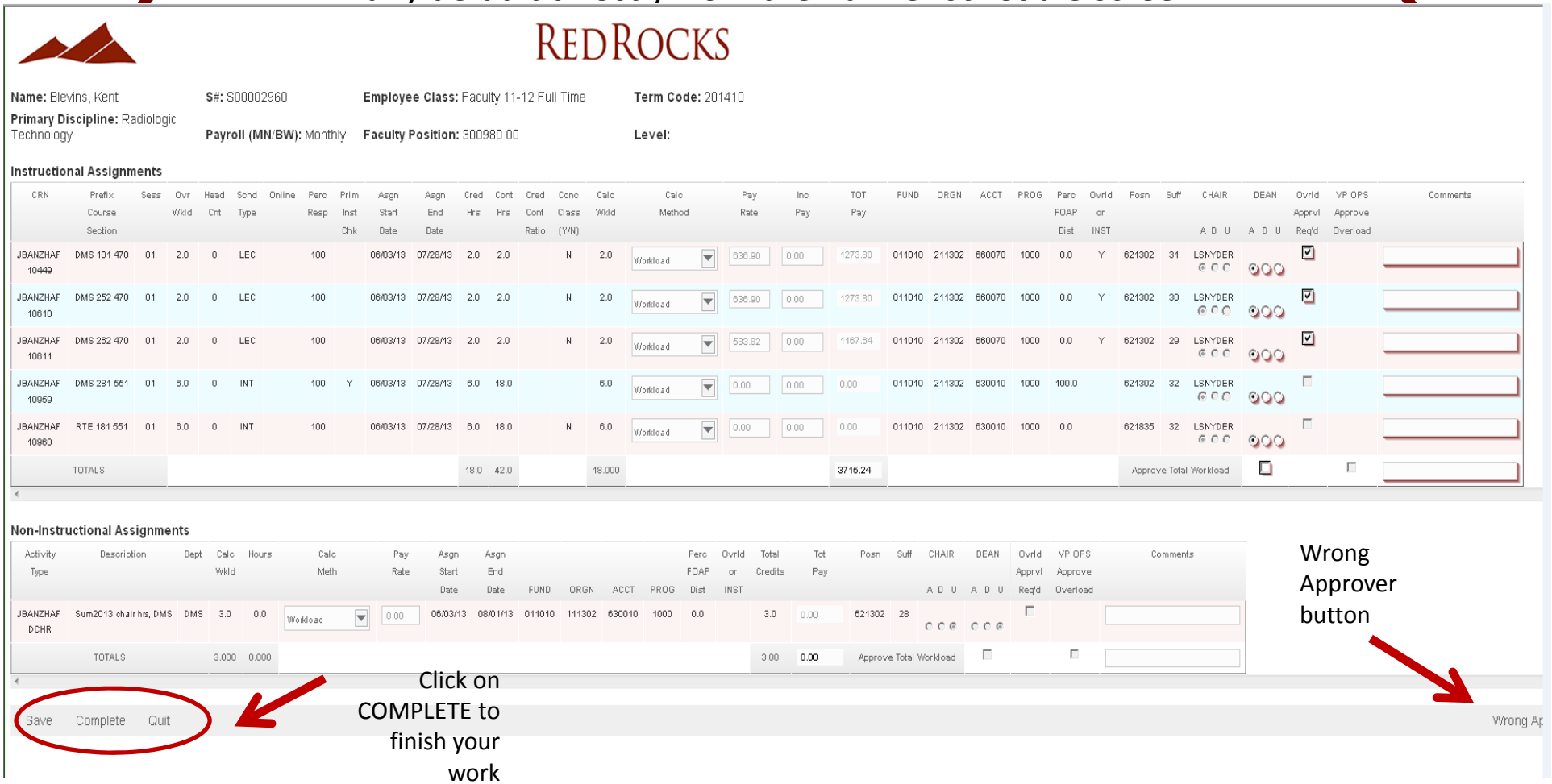


eApproval

FULL APPROVAL SCREEN –

notice all the fields associated with an assignment.

Many default directly from the Banner schedule screen.


REDROCKS
Name: Blevins, Kent
S#: S00002960
Employee Class: Faculty 11-12 Full Time
Term Code: 201410
Primary Discipline: Radiologic Technology
Payroll (MN/BW): Monthly
Faculty Position: 300980 00
Level:
Instructional Assignments
CRN
Prefix Course Section
Sess
Ovr Wkld
Head Cnt
Schd Type
Online
Perc Resp
Prim Inst Chk
Asgn Start Date
Asgn End Date
Cred Hrs
Cont Hrs
Cred Cont Ratio
Conc Class (Y/N)
Calc Wkld
Calc Method
Pay Rate
Inc Pay
TOT Pay
FUND
ORGN
ACCT
PROG
Perc FOAP Dist
Ovrld or INST
Posn
Suff
CHAIR A D U
DEAN A D U
Ovrld Apprvl Req'd
VP OPS Approve Overload
Comments
JBANZHAF 10449 DMS 101 470 01 2.0 0 LEC 100 06/03/13 07/28/13 2.0 2.0 N 2.0 Workload 636.90 0.00 1273.80 011010 211302 660070 1000 0.0 Y 621302 31 LSNYDER
JBANZHAF 10610 DMS 252 470 01 2.0 0 LEC 100 06/03/13 07/28/13 2.0 2.0 N 2.0 Workload 636.90 0.00 1273.80 011010 211302 660070 1000 0.0 Y 621302 30 LSNYDER
JBANZHAF 10611 DMS 262 470 01 2.0 0 LEC 100 06/03/13 07/28/13 2.0 2.0 N 2.0 Workload 583.82 0.00 1167.64 011010 211302 660070 1000 0.0 Y 621302 29 LSNYDER
JBANZHAF 10959 DMS 281 551 01 6.0 0 INT 100 Y 06/03/13 07/28/13 6.0 18.0 6.0 Workload 0.00 0.00 0.00 011010 211302 630010 1000 100.0 621302 32 LSNYDER
JBANZHAF 10960 RTE 181 551 01 6.0 0 INT 100 06/03/13 07/28/13 6.0 18.0 N 6.0 Workload 0.00 0.00 0.00 011010 211302 630010 1000 0.0 621835 32 LSNYDER
TOTALS 18.0 42.0 18.000 3715.24 Approve Total Workload
Non-Instructional Assignments
Activity Type
Description
Dept
Calc Wkld
Hours
Calc Meth
Pay Rate
Asgn Start Date
Asgn End Date
FUND
ORGN
ACCT
PROG
Perc FOAP Dist
Ovrld or INST
Total Credits
Tot Pay
Posn
Suff
CHAIR A D U
DEAN A D U
Ovrld Apprvl Req'd
VP OPS Approve Overload
Comments
JBANZHAF DCHR Sum2013 chair hrs, DMS DMS 3.0 0.0 Workload 0.00 06/03/13 08/01/13 011010 111302 630010 1000 0.0 3.0 0.00 621302 28
TOTALS 3.000 0.000 3.00 0.00 Approve Total Workload
Save
Complete
Quit
Wrong Ap

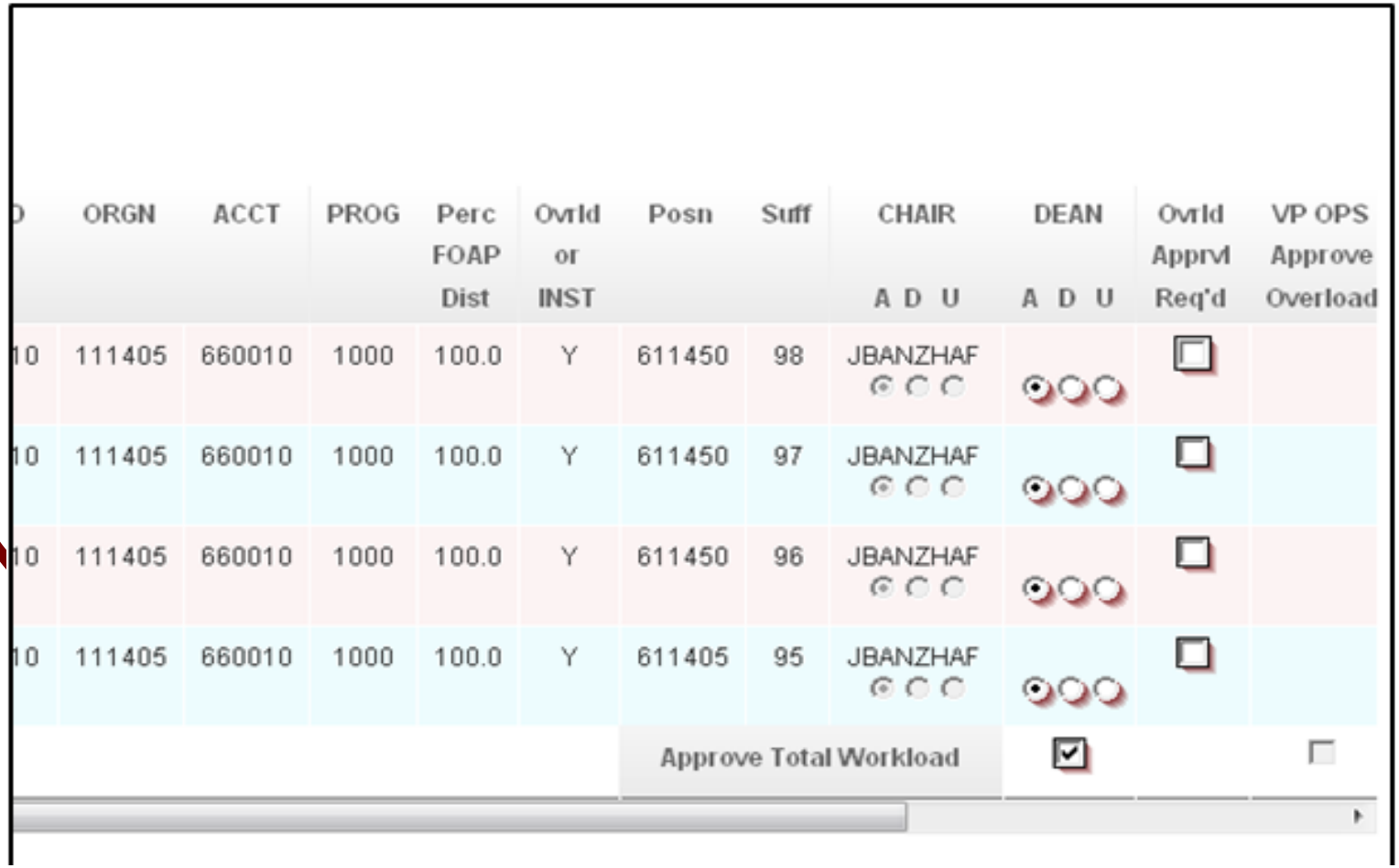
Click on COMPLETE to finish your work

Wrong Approver button

eApproval

PARTIAL APPROVAL SCREEN

Approval buttons on the far right-hand side



O	ORGN	ACCT	PROG	Perc FOAP Dist	Ovrld or INST	Posn	Suff	CHAIR A D U	DEAN A D U	Ovrld Apprvl Req'd	VP OPS Approve Overload
10	111405	660010	1000	100.0	Y	611450	98	JBANZHAF			
10	111405	660010	1000	100.0	Y	611450	97	JBANZHAF			
10	111405	660010	1000	100.0	Y	611450	96	JBANZHAF			
10	111405	660010	1000	100.0	Y	611405	95	JBANZHAF			
						Approve Total Workload					

eApproval

Simple Steps for Org-Level Approvers

1) **Org-level approver REVIEWS assignments.**
   - Is this the correct instructor?
   - Is this the correct org for the course/assignment?
   - Are the rate and total pay correct?
   - Are other fields associated with this assignment correct?

   ** See discussion of all eApproval fields in the handout titled FLAC eApproval Guide with Tips RRCC.*

2) **Then the org-level approver selects one of three options:**
   - **Approve** – sends the assignment to the dean for review
   - **Deny** – send the assignment back one step to the PA. *Comments are required.*
   - **Undecided** – assignment stays in the org approver's queue.

eApproval

Finishing Your Work On the eApproval Screen

- Once the org approver is satisfied with the selected status for each assignment, the approver clicks on the **COMPLETE** button, found at the lower left-hand side of the screen.

  !!! *NEVER click on SAVE or QUIT, and NEVER just X out of the screen.*

- When you click on **COMPLETE**, a pop-up message will appear asking: *Are you sure?* Please verify that you actually did click on **complete**, and not one of the other buttons, then click on **OKAY.**

- **COMPLETE** closes the workflow window and sends records to their selected destination for further work.

eApproval

Wrong Approver

Button found on the bottom right-hand side of the eApproval screen

Click the WRONG APPROVER button if an “actionable” (editable) item on the eApproval screen is paid from an org that you do not approve.

A workflow message will be automatically generated to the FLAC Coordinator, who will research the approval queue error and request correction by Business Services.

eApproval

What assignments appear on the eApproval screen?
ALL assignments (line items) that have been loaded so far into Banner for a faculty or instructor will appear on the eApproval screen.

- Only assignments paid from the org that you approve will be "actionable" (editable) on the eApproval screen.
- Assignments paid from other orgs will be grayed out.

There are editable salary fields on eApproval.
Am I allowed to edit?
No, please do not edit. If you are sure that the rate or total pay is wrong, deny the assignment and send back for corrections. Again, you must enter a comment for a record that is denied.

eApproval

ALL THOSE FIELDS ON E-APPROVE!

Though the org-level approver is primarily concerned with verifying that the correct instructor/faculty is connected to a particular course or non-instructional assignment, and that rate/total pay is correct, please remember that multiple fields govern correct payment.

Many fields on eApprove default directly from the Banner scheduling screen.

Refer to the handout titled FLAC eApproval Guide With Tips for a discussion of each field.

eApproval

! COMMUNICATE !

As you review information on the eApproval screen,
you may find data that you don't understand
or believe is incorrect.

Refer to the various handouts
for help interpreting the data.

Please do not DENY an assignment
without first checking with your Program Assistant.
The data may be correct after all.

eApproval

Banner eApproval Access

eApproval is only accessible while on campus - or off-campus on a RRCC-owned computer loaded with **VPN software** (Virtual Private Network).

If you anticipate being **off-campus** during periods when assignments need to be approved, please speak with your supervisor about having VPN loaded onto your RRCC laptop or tablet.

eApproval

SOME TIPS FOR APPROVERS

1. Banner sends a workflow-generated email message from sender flac_noreply@cccs.edu.
   - You will need to set up a **special Outlook folder and rule** to direct these messages to a separate Outlook folder as they often end up in the junk email folder.

2. In order to access approval workflow items, you must **TURN OFF POP-UP BLOCKERS** in the internet browser. *If you click on a workflow link and nothing happens, most likely you forgot to turn off the pop-up blocker.*

See the RRCC FLAC End-User Manual for instructions.

eApproval

ALTERNATE APPROVERS

SELECTION OF A PROXY: Banner eApproval allows the selection of proxies. Refer to the End User Manual for set-up directions. See your dean to discuss an appropriate proxy and to complete the approval form that will be stored in Business Services. ***Note that proxies will not receive workflow emails notifying them of pending assignments to approve. The proxy must log into the Portal and check workflow daily during the period the primary approver indicates.*

STAGED APPROVAL QUEUES for pre-approved absences: Business Services can set up staged approval queues by effective and end date. See your dean to discuss the process.

eApproval
Manual and Handouts

RRCC E-approval End User Training Manual Spring 2013

FLAC eApproval STEP-BY-STEP

FLAC eApproval Guide With Tips RRCC

FLAc eApproval REFERENCE MATERIALS

These documents are available to you on the Employee tab of the Portal, in the Professional Development channel.